

**Attachment to "Multi-Level Support and Technical Assistance for Children's Bureau (CB)
Meetings and Conferences" FY 2007 and FY 2008**

Detailed Needs for CB Meetings and Conferences listed in the Statement of Work

1. MEETING TITLE: FEDERAL INTERAGENCY WORKGROUP ON CAN

MEETING DATES: One meeting each quarter.

LENGTH OF MEETING: One day for each meeting

TOTAL NUMBER OF PARTICIPANTS: 40-50

PARTICIPANT BREAKOUT: Federal Staff: 40-50

CONSULTANT/SPEAKERS: None

WRITER/RECORDER: No

PRODUCT: N/A

AUDIOVISUAL EQUIPMENT: LCD Projector, Screen and Flipcharts

BREAK OUT ROOMS: No additional rooms

TRAVEL AND PER DIEM: None

2. MEETING TITLE: NCANDS TRAINING AND TECHNICAL ASSISTANCE MEETING

MEETING DATES: December

LENGTH OF MEETING: Two days

TOTAL NUMBER OF PARTICIPANTS: 75

PARTICIPANT BREAKOUT: Federal staff – 10, State representatives – 65,
consultants/speakers – 15

CONSULTANT/SPEAKERS: None

WRITER/RECORDER: No

PRODUCT: N/A

AUDIOVISUAL EQUIPMENT: LCD Projector, Screen, Flipcharts, Equipment for hearing disabled

BREAK OUT ROOMS: Up to 3

TRAVEL AND PER DIEM: 50

3. MEETING TITLE: IMPROVING CHILD WELFARE OUTCOMES THROUGH SYSTEMS OF CARE GRANTEE MEETING

MEETING DATES: November and May

LENGTH OF MEETING: Two and one-half days for each meeting.

TOTAL NUMBER OF PARTICIPANTS: 97

PARTICIPANT BREAKOUT: Federal staff – 10, Caliber TA and Evaluation Center staff – 8,
Clearinghouse staff – 2, Consultant – 2, and 75 Grantee participants.

CONSULTANT/SPEAKERS: YES

- 3 Keynote Speakers – 1 each morning
- 2 Consultants – each to present one 1.5 hour presentation

WRITER/RECORDER: No

PRODUCT: Participant Notebooks (list of participants, agenda, copies of presentation materials, speaker and presenter bios)

AUDIOVISUAL EQUIPMENT: 5 Flipcharts with markers (1 in assembly room and 1 in each per breakout room), Power Point presentation equipment for breakout rooms and for keynote presentations, Overhead projector in breakout rooms.

BREAK OUT ROOMS: One large meeting room and 2 break-out rooms

TRAVEL AND PER DIEM: 2

4. MEETING TITLE: CB CONSULTATIONS/TA MEETINGS

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MEETING DATES: Fall 2006/Winter and Spring/Summer

LENGTH OF MEETING: Two days

TOTAL NUMBER OF PARTICIPANTS: 40

PARTICIPANT BREAKOUT: Federal staff – 40

CONSULTANT/SPEAKERS: None

WRITER/RECORDER: None

PRODUCT: None

AUDIOVISUAL EQUIPMENT: LCD Projector, Screen and Flipchart

BREAK OUT ROOMS: None

TRAVEL AND PER DIEM: None

5. MEETING TITLE: ANNUAL GRANTEE CLUSTER WORKING SESSIONS

(Note these are a series of independent meetings during the same period)

MEETING DATES: March – May

LENGTH OF MEETING: Two and one-half days

TOTAL NUMBER OF PARTICIPANTS: Total number of participants is dependent on the number of programs and grantees who will need to attend the cluster meetings. For planning purposes, the following information is based on programs/grantees planned for FY 2006 with up to 580 total participants.

- Healthy Marriage Grantees – 40
- Adoption Opportunity Grantees – 59
- Child Welfare Training – 130
- PSSF Meeting (with CBCAP Grantees who are funded elsewhere) – 160
- Child Abuse and Neglect Discretionary Grantees -- 40
- Abandoned Infants - 40
- Children's Justice Act Grantees - 110

PARTICIPANT BREAKOUT: Note that these meetings will likely be sequenced and will not necessarily be meeting at the same time during the two and one-half day overall meeting.

- Healthy Marriage Grantees – Federal staff – 4, Grantees – 36
- Adoption Opportunity Grantees – Federal staff – 4, Grantees – 55
- Child Welfare Training Grantees – Federal staff – 5, Grantees – 125
- PSSF Meeting (with CBCAP Grantees who are funded elsewhere) – Federal staff – 5, Grantees – 150, Invitees – 5
- Child Abuse and Neglect Discretionary Grantees – Federal staff – 5, Grantees – 35
- Abandoned Infants – Federal staff – 3, Participants - 37
- Children's Justice Act Grantees – Federal staff – 10, Participants - 100

CONSULTANT/SPEAKERS:

- Healthy Marriage Grantees – One consultant will require travel, lodging and per diem
- Adoption Opportunity Grantees – One consultant will require travel, lodging and per diem
- Child Welfare Training Grantees – 2 – Consultants will require travel, lodging and per diem
- PSSF Meeting (with CBCAP Grantees funded elsewhere) – 50 PSSF representatives will require travel, lodging, and per diem; one keynote speaker and one consultant will require travel, lodging and per diem.
- Child Abuse and Neglect Discretionary Grantees – None
- Abandoned Infants - None
- Children's Justice Act Grantees – 3 will need travel, lodging and per diem

WRITER/RECORDER:

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- Healthy Marriage Grantees – Yes
- Adoption Opportunity Grantees – Yes
- Child Welfare Training Grantees – No
- PSSF Meeting (with CBCAP Grantees funded elsewhere) – No
- Child Abuse and Neglect Discretionary Grantees – No
- Abandoned Infants - Yes
- Children's Justice Act Grantees - Yes

PRODUCT:

- Healthy Marriage Grantees – Meeting Summary
- Adoption Opportunity Grantees – Meeting Summary
- Child Welfare Training Grantees – N/A
- PSSF Meeting (with CBCAP Grantees funded elsewhere) – N/A
- Child Abuse and Neglect Discretionary Grantees – N/A
- Abandoned Infants – Meeting summary
- Children's Justice Act Grantees - Meeting summary

AUDIOVISUAL EQUIPMENT:

- Healthy Marriage Grantees – Overhead, Screen, Flipcharts
- Adoption Opportunity Grantees – LCD, Screen in main room, Flipcharts in both meeting rooms
- Child Welfare Training Grantees – Overhead, Screen, Flipcharts internet connection, and microphones for main room plus flipcharts for each breakout room
- PSSF Meeting (with CBCAP Grantees funded elsewhere) – LCD Projector, Screen for large meeting room, Flipcharts in large room and 5 additional breakout rooms
- Child Abuse and Neglect Discretionary Grantees – Overhead, Screen Flipcharts
- Abandoned Infants – To be determined
- Children's Justice Act Grantees – LCD Projector, Screen and Flipcharts in large room plus Flipcharts in each breakout room

BREAK OUT ROOMS:

- Healthy Marriage Grantees – One large meeting room
- Adoption Opportunity Grantees – One large meeting room with one breakout room for up to 25 people
- Child Welfare Training Grantees – One large meeting room plus three additional breakout rooms for 30 each
- PSSF Meeting (with CBCAP Grantees funded elsewhere) – One large meeting room with three additional breakout rooms for up to 25 people.
- Child Abuse and Neglect Discretionary Grantees – One large meeting room
- Abandoned Infants – One large meeting room for 40 people
- Children's Justice Act Grantees – One large room and 1 additional breakout room for 30 people each

TRAVEL AND PER DIEM:

- Healthy Marriage Grantees – 1 consultant/speaker
- Adoption Opportunity Grantees – 1 consultant/speaker
- Child Welfare Training Grantees – 2
- PSSF Meeting (with CBCAP Grantees) – 50 State PSSF representatives
- Child Abuse and Neglect Discretionary Grantees – None
- Abandoned Infants – None
- Children's Justice Act Grantees – 3 consultants/speakers

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6. MEETING TITLE: NCANDS ADVISORY GROUP MEETING

MEETING DATES: April

LENGTH OF MEETING: Two days

TOTAL NUMBER OF PARTICIPANTS: 35

PARTICIPANT BREAKOUT: Federal staff – 5, State representatives – 20, Contract staff – 10

CONSULTANT/SPEAKERS: None

WRITER/RECORDER: No

PRODUCT: None

AUDIOVISUAL EQUIPMENT: LCD projector, screen, flip charts, equipment for hearing impaired.

BREAK OUT ROOM: None

TRAVEL AND PER DIEM: 20

7. MEETING TITLE: PERMANENCY PARTNERSHIP FORUM

MEETING DATES: Spring/Fall

LENGTH OF MEETING: Three days

TOTAL NUMBER OF PARTICIPANTS: 130

PARTICIPANT BREAKOUT: Federal staff – 20, State Foster Care Managers – 50, State Adoption Specialists – 50, Invitees - 10

CONSULTANT/SPEAKERS: 10 speakers/presenters (to be paid travel, lodging and per diem)

WRITER/RECORDER: No

PRODUCT: N/A

AUDIOVISUAL EQUIPMENT: Laptop, LCD, Screen, microphones

BREAK OUT ROOMS: 8 rooms each day for 15 - 20 people

TRAVEL AND PER DIEM: State staff – 100 and Consultants – 9

8. MEETING TITLE: 2007 INDIAN CHILD WELFARE CONFERENCE, Portland, OR

MEETING DATES: April 2007

LENGTH OF MEETING: 2 days

TOTAL NUMBER OF PARTICIPANTS: 200

PARTICIPANT BREAKOUT: 175 tribal representatives, 5 federal staff, 3 speakers, 17 invitees

CONSULTANT/SPEAKERS: 3, requiring travel and per diem

WRITER/RECORDER: Yes

PRODUCT: Meeting Summary

AUDIOVISUAL EQUIPMENT: LCD, Screen, Laptop, microphones for plenary room

BREAK OUT ROOMS: 3 break out rooms

TRAVEL AND PER DIEM: 125 participants, including speakers

9. MEETING TITLE: INDIAN CHILD WELFARE CONFERENCE (2008) Held in conjunction with the Annual Meeting of the States and Tribes

MEETING DATES: Summer

LENGTH OF MEETING: 2 days

TOTAL NUMBER OF PARTICIPANTS: 190

PARTICIPANT BREAKOUT: Federal staff – 15, Tribal representatives – 100 (including the 50 who attended the States and Tribes Meeting), Child Welfare Directors – 50 (who attended the States and Tribes Meeting), Court representatives – 25 (who attended the States and Tribes Meeting)

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CONSULTANT/SPEAKERS: 100 Tribal representatives will require lodging and per diem. In addition for the Indian Child Welfare Conference in 2008, 1 Keynote speaker and 2 consultants will require travel, lodging and per diem

WRITER/RECORDER: Yes

PRODUCT: Meeting summary

AUDIOVISUAL EQUIPMENT: Indian Child Welfare Conference (2008): LCD, Overhead, Screen, Flip Chart for large meeting room and Flipchart for each breakout room

BREAK OUT ROOMS: One large meeting room with 2 breakout rooms for 35 each

TRAVEL AND PER DIEM: 100 participant and 3 consultant/speakers

10. MEETING TITLE: COURT IMPROVEMENT PROGRAM MEETING

MEETING DATES: Summer

LENGTH OF MEETING: One-day

TOTAL NUMBER OF PARTICIPANTS: 80

PARTICIPANT BREAKOUT: Federal Staff – 5, State CIP Coordinators – 50, Child Welfare staff – 25

CONSULTANT/SPEAKERS: None

WRITER/RECORDER: Yes

PRODUCT: Meeting summary

AUDIOVISUAL EQUIPMENT: LCD, Overhead, Screen, Flip Charts

BREAK OUT ROOMS: One large meeting room with 2 breakouts

TRAVEL AND PER DIEM: None

11. MEETING TITLE: NATIONAL INCIDENCE STUDY EXPERTS PANEL

MEETING DATES: March

LENGTH OF MEETING: Two days

TOTAL NUMBER OF PARTICIPANTS: 30

PARTICIPANT BREAKOUT: Federal staff – 15, Participants – 15

CONSULTANT/SPEAKERS: 15 will need travel, lodging and per diem

WRITER/RECORDER: Yes

PRODUCT: Meeting Summary

AUDIOVISUAL EQUIPMENT: LCD Projector, Screen, Flipcharts

BREAK OUT ROOMS: None

TRAVEL AND PER DIEM: 15

12. MEETING TITLE: LONGSCAN GRANTEES MEETING

MEETING DATES: June

LENGTH OF MEETING: Two days

TOTAL NUMBER OF PARTICIPANTS: 40

PARTICIPANT BREAKOUT: Federal staff – 10, Grantees - 30

CONSULTANT/SPEAKERS: None

WRITER/RECORDER: Yes

PRODUCT: Meeting Summary

AUDIOVISUAL EQUIPMENT: LCD Projector, Screen, Flipcharts

BREAK OUT ROOMS: 2

TRAVEL AND PER DIEM: None

13. MEETING TITLE: WORKFORCE INSTITUTE

MEETING DATES: September

LENGTH OF MEETING: Two days

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TOTAL NUMBER OF PARTICIPANTS: 250

PARTICIPANT BREAKOUT: Federal staff – 25, Workforce Grantees – 25, Other University – 25; Child Welfare Training Grantees – 25, State representatives – 100, Invitees - 50

CONSULTANT/SPEAKERS: 100 State representatives will need travel, lodging and per diem; 3 speakers/consultants will need travel, lodging and per diem

WRITER/RECORDER: Yes

PRODUCT: Meeting Summary

AUDIOVISUAL EQUIPMENT: LCD, Screen for large room, Flipcharts for each breakout

BREAK OUT ROOMS: One large meeting room and 5 additional breakout rooms

TRAVEL AND PER DIEM: 78

14. MEETING TITLE: CFSR COURT STRATEGY SESSION

MEETING DATES: Winter

LENGTH OF MEETING: One day

TOTAL NUMBER OF PARTICIPANTS: 15-20

PARTICIPANT BREAKOUT: 14-17 attendees; 1-3 federal staff

CONSULTANT/SPEAKERS: None

WRITER/RECORDER: Yes

PRODUCT: Meeting Summary

AUDIOVISUAL EQUIPMENT: Flipcharts

BREAK OUT ROOMS: No additional rooms

TRAVEL AND PER DIEM: None

15. MEETING TITLE: INDIAN CHILD WELFARE CONFERENCE PLANNING GROUP (2007 ONLY)

MEETING DATES: Fall

LENGTH OF MEETING: One day

TOTAL NUMBER OF PARTICIPANTS: 15

PARTICIPANT BREAKOUT: 10 tribal representatives; 5 federal staff

CONSULTANT/SPEAKERS: None

WRITER/RECORDER: Yes

PRODUCT: Meeting Summary

AUDIOVISUAL EQUIPMENT: Flipcharts

BREAK OUT ROOMS: No additional rooms

TRAVEL AND PER DIEM: 10 tribal representatives

16. MEETING TITLE: SUPPORT FOR ACF'S HEALTHY MARRIAGE ANNUAL MEETING (Provides support for meeting rooms only)

MEETING DATES: Spring

LENGTH OF MEETING: 3 days

TOTAL NUMBER OF PARTICIPANTS: N/A

PARTICIPANT BREAKOUT: N/A

CONSULTANT/SPEAKERS: N/A

WRITER/RECORDER: Yes

PRODUCT: Meeting Summary

AUDIOVISUAL EQUIPMENT: LCD, Screen, Laptop, microphones for plenary room

BREAK OUT ROOMS: 6 rooms

TRAVEL AND PER DIEM: None

17. MEETING TITLE: MEDICAL SUPPORT MEETINGS

**Attachment to "Multi-Level Support and Technical Assistance for Children's Bureau (CB)
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MEETING DATES: Spring/Summer

LENGTH OF MEETING: Two two-day meetings (Regional locations to be determined)

TOTAL NUMBER OF PARTICIPANTS: Approximately 100 per meeting

PARTICIPANT BREAKOUT: 75 State Agency Directors, 25 federal staff; 5 consultant/speakers
per meeting

CONSULTANT/SPEAKERS: 5

WRITER/RECORDER: Yes

PRODUCT: Meeting Summary

AUDIOVISUAL EQUIPMENT: LCD Projector, Laptop, microphones

BREAK OUT ROOMS: None

TRAVEL AND PER DIEM: 50 Child Welfare Directors (approximately 25 per session)